

MINUTES OF THE SPECIAL FINANCE AND ADMINISTRATION COMMITTEE MEETING OF THE VILLAGE OF WILLOWBROOK HELD ON THURSDAY, JANUARY, 18 2007 AT 5:30 P.M. IN THE VILLAGE HALL, 7760 QUINCY STREET, WILLOWBROOK, ILLINOIS.

1. CALL TO ORDER

The meeting was called to order Trustee Napoli at 5:30 p.m.

2. ROLL CALL

Those present at roll call were Trustee Bob Napoli, Trustee Mike Mistele, Village Administrator Phil Modaff and Director of Finance Sue Stanish.

3. REVIEW OF 2006-07 DRAFT BUDGET

Administrator Modaff and Director Stanish began the meeting with an overview of budget highlights as follows:

- Technology Highlights - The Committee was in favor of the expanded technology plan and budget that includes an annual computer lease program and expanded in house publishing opportunities.
- Community Needs Survey - The Committee expressed support for conducting a Community Needs Survey especially for strategic planning purposes.
- Administrator Modaff provided a detailed presentation of the restructured street maintenance program. The new program anticipates shifting all non-street maintenance costs from the Motor Fuel Tax (MFT) Fund to the General Fund. The General Fund contribution to the MFT fund for the street maintenance program would be eliminated. By utilizing more frequent use of minor treatments (crack filling and patching), the life of an average street will be extended by 50% or 4 years. This change will produce a net benefit to the General Fund of \$450,000 over the next five years. The Committee was very much in support of this new initiative.
- Director Stanish provided an overview of revenues and expenditures noting that the FY 2007-08 General Fund budget anticipates 120 days in operating reserves.
 - o For the first time, Town Center revenues were included in the operating budget (a conservative estimate of 3 months).
 - o As a placeholder, salary increases of 3.75% were included.

- o Director Stanish highlighted the Long Range Plan for the current year, which anticipated 90 days in reserves for FY 2007-08. The draft FY 07-08 Budget anticipates 120 days of operating reserves.
- o Relating to the Five-Year Long-Range Plan, Administrator Modaff noted that although the number of days operating expense in the General Fund are projected to increase through 2011 a decline in the number of days begins to occur in 2012.
- Director Modaff presented the space needs analysis to the Committee. He advised that each department is in need of additional space and that a comprehensive approach to the issue is required. He raised the previous Williams space needs study, and possible changes that have occurred since the completion of that study. For example, it was recently identified by staff that a Recreation Center may no longer be the number one plan priority as previously believed. Both Committee members agreed that space issues at the Village Hall are a priority and maintaining the same facility as today is not a viable long-term option.
- Revenue Enhancement Opportunities were presented to the Committee that included, vehicle stickers, special census, property tax, home rule and non-home rule sales tax and the creation of a storm water utility.

Administrator Modaff advised the Committee that the law has held that a storm sewer or drainage ditch or other method of stormwater conveyance is technically a utility, similar to a water main, natural gas pipe, electric line, phone cable duct, etc. Each of these utilities must be maintained by the owner. This is not a tax, but a fee paid for such maintenance. The Village could pass an ordinance creating a storm sewer utility which could generate revenue as detailed within the printed presentation material. Administrator Modaff also noted that DuPage County is considering such a storm sewer utility fee. However, those generated funds would be used in a regional sense countywide. Village generated revenue would be used to maintain local storm water structures, ditches, etc. The Committee felt the proposition had merit.

- For a non-home rule sales tax Trustee Napoli inquired how those funds could be spent (the definition of infrastructure projects).
- Lastly, Director Stanish presented the administration budget that was approved by the Committee.

The Committee members noted that the budget overview was very informational along with the new budget highlight forms.

4. VISITORS BUSINESS

There were no visitors present at the meeting.

5. ADJOURNMENT

The meeting was adjourned at 8:00 p.m.